



# MEAP/MME

## Coordinator Update

Office of Educational Assessment and Accountability  
Michigan Educational Assessment Program/Michigan Merit Examination

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[www.Michigan.gov/oeaa](http://www.Michigan.gov/oeaa)

### Fall 2006 MEAP Coordinator Briefings

Please check the MEAP website for an update on the fall briefings. We've added additional information on briefing sites and added one new location. On Thursday, September 28 a briefing will be held at St. Clair RESA from 10:00 a.m. – 12 noon. You do not need to register for any of the briefings, just choose the location that works best for you.

The video of the briefing and PowerPoint presentation has already been posted at [www.MIstreamnet.com](http://www.MIstreamnet.com).

### Requests for Districts to Participate in the Fall 2006 MEAP Early Return, Grades 3-9

A memorandum to all District MEAP Coordinators has gone out requesting volunteer districts for a very important equating process. The quality of the state's results depends on the early processing of completed tests. If your district is willing to participate as an Early Return District, all students must be tested during the first and second week of the regular scheduled test administration. Completed tests must be shipped by October 23<sup>rd</sup> to Pearson Educational Measurement (PEM).

**If test materials are shipped to PEM on or before October 23, 2006, PEM will provide Domino's pizza coupons for the staff of the schools that participated in the early return. The first 400 elementary schools and 200 middle schools that return test materials early will receive these coupons. Each coupon is for one large pizza and a beverage. Three coupons will be given to each elementary school and four coupons will be given to each middle school that returned test materials early.**

The shipment for the Early Return does not affect the MEAP make-up tests. Any make-up tests must be scheduled for pickup and return to PEM by November 3, 2006.

If you have any questions about this return process, please contact PEM at 1-800-204-4109.

### Ordering Additional MEAP Materials for Grades 3 through 9

The window for ordering additional MEAP materials for the Fall 2006 grades 3 through 9 cycle will open on Wednesday, September 27, 2006. At that time you will be able to place orders for materials that are not already included in the OEAA Secure Site. If there are any items you believe your school(s) may need for these Fall assessments, please check the OEAA Secure Site to see if it is already included in your shipments.

Please note that the "Order History and Tracking" only shows materials that have already been shipped or are staged to be shipped. If your order, or part thereof, is in the packing faze, it will not appear in this section.

To check the online OEAA Secured Site for the quantities that are already planned to be sent, first login and click the link for "Additional Orders and Shipment Tracking." Click "Admin," then "Standard Reports," and look under "Enrollment."

If you have authorization to do so and with the exception of accommodation videos for English Language Learners, once you have verified that you definitely need additional materials then click the "Orders" tab and follow those instructions. If you determine that you will need additional accommodation videos for English Language Learners then fill out the form that will be provided to you on September 27, 2006 and fax it to the number indicated on the form.

## **Enhanced Features Added to Track MEAP Materials Shipments**

In an effort to streamline the materials ordering process this fall, the MEAP contractor Pearson Educational Measurment (PEM) has made several enhancements to their "SchoolHouse" webpage which will assist schools in tracking their shipment of materials.

Emails will be sent to each school's administrative user of the OEAA Secure Site notifying them when the initial shipment of materials is shipped from PEM, and when additional materials order is approved by a school's administrative user.

Each email will direct the users to monitor the status of their orders by using the new *Additional Orders/Shipment Tracking* link to "SchoolHouse," which is accessed online by users of the OEAA Secure Site. In addition, the emails will provide the test administration cycle, order number, shipping address, and directions on how to view the status of a school,s order.

## **REMINDER: MEAP Pilot Testing Scheduled for January 15-19, 2007**

This is a reminder that MEAP will be conducting stand-alone pilot tests January 15-19, 2007.

Schools will be selected to participate in the pilot testing using a randomized sampling approach which ensures that the schools represent the demographics of the State. MEAP coordinators, principals and superintendents will be notified in late October if they have been chosen to participate in the sample. About half of Michigan's school districts will have at least one classroom selected for participation. Last year, 800 schools from 272 districts took part in the pilot testing.

Each participating school will be asked to select one classroom that will take a thirty-item pilot test in one content area at one grade level. It is important that the classroom be typical of the student body of the school, so that the results will be representative of the school's population. Special classes (e.g., gifted and talented, resource room, etc.) would not be appropriate.

Although the participating schools will not receive any feedback on how their students performed on the pilot test, they will be given first priority to attend the field reviews that will take place during February. The participants in the field reviews will have an opportunity to review and comment on the pilot items and pilot tests, under secure conditions (i.e., with their written assurance that they will not divulge any information about specific passages and/or items outside of the review).

We urge larger districts to place these dates on their calendars so that they will be ready when several of their schools are asked to participate. If you have any questions about the pilot testing, please feel free to contact us at [MEAP@Michigan.gov](mailto:MEAP@Michigan.gov).

## **Downloadable Student Data File**

The downloadable Fall 2005 MEAP Grades 3-9 and Spring 2006 MEAP HSA student data files have been updated to reflect changes that occurred after the initial assessment results were reported. The majority of the records have not been changed. Only records that were missing or that reflected incorrect data will show a change in this file. We would like to remind districts that identified any problems with their student data, to download their student data file again to verify that the changes have been made.

## **OEAA 2006 Conferences**

Registration is now available at [www.gomiem.org](http://www.gomiem.org) for the Office of Educational Assessment and Accountability (OEAA) 2006 Conferences. The conferences will each be a two-day conference, with the first day primarily devoted to MEAP and MME sessions. The second day will focus on state assessments for students with disabilities. ELPA, Pre-ID, and Accountability issues will be covered both days.

Registration fees are \$95 for one day and \$190 for two days if you pre-register 2 weeks before the conference selected. In the two week period prior to the conference selected the fee will be \$110 for one day and \$220 for two days. Walk-ins the day of the conference will be \$120 per day, paid on admission. Walk-in attendees will be permitted if space allows.

Following are the dates and locations for the OEAA 2006 Conferences:

November 28 & 29 – Marquette, Northern Michigan University

November 30 & December 1 – Grayling, Holiday Inn

December 4 & 5 – Grand Rapids, Crowne Plaza

December 7 & 8 – Novi, Sheraton Detroit

December 11 & 12 – Lansing, Lansing Center

December 13 & 14 – Sterling Inn, Sterling Heights

Information brochures will be in schools in early October. For conference information, please contact Tami Feldpausch at 517-241-4136 or [feldpauscht@michigan.gov](mailto:feldpauscht@michigan.gov). For registration information, please contact Danielle Dankenbring at MIEM by phone, 517-327-2589, or email [danielle@gomiem.org](mailto:danielle@gomiem.org).

## **Medical Emergencies**

It is the policy of the Michigan State Board of Education that all students participate in the state assessment program. Federal law (IDEA-97) requires all students, including students with disabilities, be assessed through the state assessment system. The federal No Child Left Behind Act requires that at least 95% of enrolled students be assessed.

There are situations considered medical emergencies that may preclude a student from participating in the State assessments (MEAP or MI-Access). Exceptions from testing are handled on a case by case basis. The Office of Educational Assessment and Accountability will accept evidence for medical emergencies from

schools during the assessment period or during the Report Card appeals process. The preferred method of notifying the Office of Educational Assessment and Accountability is through an email to: [aypcontactus@michigan.gov](mailto:aypcontactus@michigan.gov). Please include the following information in your correspondence:

Name of the Student  
Grade level  
Name of School and District  
Date(s) of the emergency  
Medical condition or diagnosis  
Date(s) the assessment is scheduled to be administered at the school

Some examples of “approved” medical emergencies: hospitalization and debilitating illness. Examples of “not approved” situations: non-limiting illnesses and pregnancy.

## **Recently Arrived Students**

The United States Department of Education allows flexibility in the assessment participation of English Language Learners (ELL) who are “in their first year in U.S. public schools.” The “first year” is defined as the first “school year” that the student is enrolled. For this fall’s MEAP and MI-Access, this applies to English Language Learners entering a U.S. public school for the first time during the 2006-07 school year.

This flexibility specifies that during the student’s first year of enrollment in a U.S. public school, the school has the option of not administering the English language arts (ELA) portion of the state assessment (MEAP or MI-Access) provided that the English Language Proficiency Assessment (ELPA) has been given to the student. ELPA participation counts toward the 95% participation rate requirement for Adequate Yearly Progress (AYP). The student must take the mathematics assessment. The score will not count for AYP. A student may only be exempt from one administration of the ELA portion of the MEAP or MI-Access.

Previously, schools were instructed to complete a form to capture the student information that is required to grant this flexibility. This year, schools are instructed to administer the ELPA screening in the fall of 2006 for all ELL new to the United States that were not assessed on the ELPA during the Spring 2006 ELPA administration.

It is very important that accurate demographics are entered for each student in the Single Record Student Database (SRSD), including marking students as Limited English Proficient (LEP) as appropriate and including their date of entry into the U.S. The Report Card will pull the enrollment and demographics from the SRSD, and will use the date of entry as verification of LEP status.

## **Fall 2006 MEAP Grades 3 – 9 and High School Retest Demographics**

As per recent emails sent out to schools, OEAA will be loading demographic data for the Fall 2006 MEAP Grades 3 – 9 and High School retest using the following process:

1. The OEAA student demographic load for public districts/schools will occur after the Fall 2006 SRSD submission is complete on November 16, 2006, and will include the following fields from the Fall 2006 SRSD submission:
  - Economically Disadvantaged
  - English Language Learners
  - Ethnicity
  - Feeder School Code

Homeless  
Less than Full Academic Year (LTFAY)  
Migrant  
Special Education

2. The demographic load of these fields will take place after the Fall 2006 assessments have been completed and before the tested roster period.
3. Public districts/schools should not enter the above demographic information for the Fall 2006 MEAP or MI-Access Assessments in the OEAA Secure Site prior to the Tested Roster period. Any data that is entered into the above student demographic fields will be replaced with fall SRSD data at the time of the OEAA demographic load.
4. Districts/schools will have the ability to view and modify the student demographic data in the OEAA Secure Site during the tested roster period prior to reporting. Also, make sure any modifications are also reflected in your local student management system.

## Michigan Merit Exam Update

Although we are still waiting for final approval from the U. S. Department of Education, plans continue to move forward for the spring administration of the Michigan Merit Exam (MME). By now, your high school principal should have received the MME Establishment Packet. If your high school has not yet received this packet, please contact ACT as soon as possible, 1-800-553-6244 extension 2800. Several key MME preparation dates are approaching:

- **September 29, 2006** – School Information and Appointment of Testing Staff forms are due to ACT. Return both forms to ACT (make a copy for your files). Forms may be faxed to ACT 319-337-1019, or use the postage-paid return envelope included in the MME Establishment Packet.
- **October 18, 2006** – Test Accommodations Coordinator (TAC) videoconference. 2:30 – 4:00 pm. The videoconference may be viewed on-line at [www.mistreamnet.org](http://www.mistreamnet.org), or viewed as an archived event after the live broadcast at your convenience. Videotapes or DVDs may be purchased afterward by contacting Brenda Hose 734-334-1437 or [hoseb@resa.net](mailto:hoseb@resa.net).
- **November 1 – 17, 2006** – Window for ordering Day 2 and Day 2-4 materials. Materials will be ordered through the OEAA secure website. You will use your User ID and password for the secure site and be sure to select test cycle “MME Spring 2007”.
- **November 7 – December 14, 2006** – Test Supervisor(TS), Back-up Supervisor (BU) and Test Accommodations Supervisor (TAC) workshop. This workshop is required and by invitation only. District Coordinators will be able to attend by invitation only. Responses to the invitation are required by October 20.
  - Training Dates and Locations :
    - November 7, 2006 – Marquette and Alpena
    - November 8, 2006 – Escanaba and Mt. Pleasant
    - November 9, 2006 – Traverse City
    - November 13, 2006 – Kent County and Oakland County
    - November 14, 2006 – Kalamazoo and Macomb County
    - December 6, 2006 – Wayne County
    - December 14 – Lansing
- **December 1, 2006** – Off-site testing requests are due to ACT. The Off-Site Administration form is available on -line at [www.michigan.gov/mme](http://www.michigan.gov/mme).
- **December 1, 2006** – Deadline for submitting ACT-approved accommodations requests for Day 1 Testing (ACT plus Writing).

A Frequently Asked Question (FAQ) document is available on-line at [www.michigan.gov/mme](http://www.michigan.gov/mme). This document will be regularly updated.

If you have any questions about the MME, please email [mme@michigan.gov](mailto:mme@michigan.gov) or contact one of the following MDE staff:

- Pat King, (517) 335-6780, [KingPat@michigan.gov](mailto:KingPat@michigan.gov)
- Kimberly Young (517) 373-0988, [youngk1@michigan.gov](mailto:youngk1@michigan.gov)
- Peggy Dutcher, (517) 335-0471, [Dutcherp@michigan.gov](mailto:Dutcherp@michigan.gov) (regarding accommodations for student with disabilities)
- Marilyn Roberts, (517) 335-0567, [robertsm@michigan.gov](mailto:robertsm@michigan.gov) (regarding accommodations for English Language Learners)

## **Answers to Questions About English Language Arts (ELA) Assessments – Grades 3-8**

- The ELA assessments are similar to last year's in design and in the way they are scored. All constructed responses for writing and for reading are scored as rough drafts, each to be started and completed in a single session.
- Students may not bring or use any paper other than what is in the test booklet or the answer document at any time, on any assessment.
- No graphic organizers may be brought or provided during the assessment.
- When making a decision about whether to cover up material or take it down during the assessment, ask the question: Would the group that sees this material be advantaged during the test compared to another group down the hall, or in another school or district? If the answer is yes, the material should be taken down or covered up. Any material that gives specific suggestions, definitions or vocabulary for reading or writing should not be visible during the assessment. Posters showing the steps in the writing process may not be specific enough to help any particular group, but could cause confusion because they include information that is not pertinent to a MEAP writing session.

### **Michigan Merit Exam (MME) ELA Components**

The proposed plan for the 2007 MME in reading includes the ACT reading test (40 multiple-choice items) and the ACT WorkKeys reading test (33 multiple-choice items).

The proposed plan for the 2007 MME in writing includes three components:

- the ACT writing test, a persuasive writing response that is scored by two ACT scorers using the ACT six-point writing rubric. This rubric can be found on the ACT website at: [www.act.org](http://www.act.org).
- the ACT English test, which is made up of 75 multiple-choice revising and editing items.
- and the MME social studies extended response. As part of the MME in writing score, this response will be scored by two MME scorers using a six-point holistic rubric for persuasive writing (found on the MEAP website at: [www.michigan.gov/meap](http://www.michigan.gov/meap) under "Content Areas"). This same response will be scored separately for social studies content using the MEAP social studies rubric that has been used for many years.

## OEAA Secure Website User Manual

A new and more complete manual for the secure website is now available on the LOGIN page of the secure website ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) by clicking on the pink OEAA Secure Site User Manual link. Please feel free to share this information with anyone who needs it.

## OEAA Contact Information

OEAA web site: [www.michigan.gov/oeaa](http://www.michigan.gov/oeaa)

OEAA secure database: [www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)

OEAA email address: [oeaa@michigan.gov](mailto:oeaa@michigan.gov)

OEAA Office local phone number: 517-373-8393

OEAA Office toll-free phone number: 877-560-8378

OEAA Office fax number: 517-335-1186

MEAP web site: [www.michigan.gov/meap](http://www.michigan.gov/meap)

MME web site: [www.michigan.gov/mme](http://www.michigan.gov/mme)

Merit Award Office toll-free phone number: 888-447-2687